

## **PENSION SCHEME TICKBOX CHECKLIST FOR CORPORATE INSOLVENCIES**

### **1. FIND THE COMPANY PENSION SCHEME (S)**

- Ask the Company Director(s) if they ever operated a company pension scheme for one or more employee(s) – AFTS Pension Scheme Declaration form can assist.
- Check the Company accounts for any mention of a pension scheme.
- Check employee wage records for pension contribution deductions.
- Do an online trace (takes 5 minutes) for the company pension scheme by visiting [www.thepensionservice.gov.uk/atoz/atozdetailed/pensiontracing.asp](http://www.thepensionservice.gov.uk/atoz/atozdetailed/pensiontracing.asp)

### **2. WHEN YOU FIND A COMPANY PENSION SCHEME(S) DOWNLOAD A S120 NOTICE FROM [www.pensionprotectionfund.org.uk/420308\\_S120notice.pdf](http://www.pensionprotectionfund.org.uk/420308_S120notice.pdf) AND SUBMIT WITHIN 14 DAYS OF FINDING THE SCHEME(S) TO:**

- Pension Protection Fund
- The Pensions Regulator
- The Trustees of the pension scheme (if known at this stage)

### **3. ASK ALEXANDER FORBES TRUSTEE SERVICES LIMITED TO PRODUCE A FULL & COMPREHENSIVE COMPLIANCE REPORT FOR EACH PENSION SCHEME VIA THEIR PENSION BRIEF SERVICE:**

- Send Alexander Forbes Trustee Services in Nottingham their 3 requirements (Copy of your Notice of Appointment, Letter of Authority and contact details for each scheme) as referred to in their Pension Brief document under the heading “Getting Started”